



STATE OF WASHINGTON
DEPARTMENT OF LICENSING
PO Box 9020, Olympia, Washington 98507-9020

HOME INSPECTOR LICENSING ADVISORY BOARD
MEETING MINUTES

DATE: December 3, 2008

Place: Department of Licensing
Home Inspector Program
The Double Tree Hotel at SeaTac
18740 International Blvd.
Seattle, WA 98188-4001

MEMBERS

PRESENT: Bruce MacKintosh, Board Member/Chair
David Pioli, Board Member/Vice Chair
Michael O'Handley, Board Member
Steven Smith, Board Member
Stephen Cancler, Board Member
Deb Wenneman, Board Member
William Meyer, Board Member

STAFF

PRESENT: Lee Malott, Administrator
Jerry McDonald, Assistant Administrator
Rhonda Myers, Program Manager
Dolores Casitas, Education Manager
Debbie Wright, Licensing Manager

CALL TO ORDER: Bruce MacKintosh, Chair

A. Approval of Agenda

Motion to Approve Agenda
Motion Seconded and Carried

- a. Bruce MacKintosh, Board Chair suggested that comments from the public will be addressed after approval of the minutes.

B. Approval of Minutes from the October 9, 2008 meeting

- a. Comments from Bill Meyer – Correction is needed on the second bullet under the Education portion from 21 to 31 states who have adopted the NHIE exam.
- b. Motion to Approve the Minutes
Motion Seconded and Carried
- c. No comments from the public at this time

C. Report of Subcommittees

a. Licensing – Dave Pioli, chair

- i. Report consisted of reviewing the Home Inspector Exam Applications as submitted to the full board
 - 1. Applicants will have to submit an affidavit (part of the application) that they completed the 120 clock hours of education instead of submitting the completion certificates.
 - 2. Applicants will submit a training log (part of the application) to reflect the 40 of required field training.
- ii. Board suggested that 20 percent of applicants should be audited on their education.
- iii. Motion to Approve and accept the application forms as submitted
Motion Seconded and Carried
- iv. Licensing rules
 - 1. WAC 308-408A-020(2) – delete the word “or salesperson applicants who is”
 - 2. Reciprocity – Dave presented the following written reciprocity procedure:
“If your history indicates that you have held a license for two years and meet or exceed the licensing requirement of Washington State, we will waive the National portion of the examination, and you will only be required to test on the Washington portion section of the exam.”
 - 3. WAC 308-408A-050 Substitution of clock hours – request to delete this section
 - 4. WAC 308-408A-100(2)-delete “of three hundred seventy-five dollars.”
 - 5. WAC 308-408A-110(1)-change 12 months to 24 months
- v. Motion to Approve and accept the proposed changes in WAC 308-408A and deleting WAC 308-408A-050.
Motion Seconded and Carried

b. Education-William Meyer, chair

- i. Bill reviewed WAC 308-408B which talks about home inspector course approval
- ii. The subcommittee has finalized the prelicense curriculum titled Fundamentals of Home Inspection which is divided into three sections:
 - 1. Professional Practices (12 clock hours)
 - 2. Technical Subjects (96 clock hours)
 - 3. Other Subjects (12 clock hours)

- iii. Bill presented the following definition of field training which should be included in the Definitions under WAC 308-408:
“Field training is in addition to the 120 hours classroom instruction and shall be done on actual inspection sites. Field training must include 40 hours of instruction with a minimum of 5 actual complete home inspections done to the Standards of Practice under the supervision of an experienced inspector. The applicant will be required to complete written reports for each inspection and the supervisor will review the reports and certify that they are in full compliance with the Standards of Practice. The 40 hours of supervised instruction will not include travel time to and from inspections, meals, and report writing time.”
- iv. Motion to Approve the Fundamentals of Home Inspection curriculum with the recommended hours
Motion Seconded and Carried
- v. Motion to Approve WAC 308-408B
Motion Seconded and Carried
- c. Changing Business Practices-Michael O’Handley, chair
 - i. Michael reported the committee has been reviewing the draft Standards of Practice, which was presented to the full board.
 - ii. The committee suggested each board member review the SOP and send comments to Michael.
 - iii. Motion to have another full board meeting at the same location on January 6, 2009 at 9:30 am until completed
Motion Seconded and Carried

D. Adjourn

Motion to Adjourn the Meeting
Motion Seconded and Carried

Respectfully Submitted,

Lee Malott, Administrator

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